



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte



PURCHASE REQUEST

Dept./Office: **DPBG**

PR #: **GF-2020-10-00141**

Date: **11-24-2020**

Section/End-User: **Rommel M. Garrido**

Category: **Office Supplies**

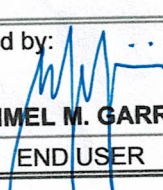
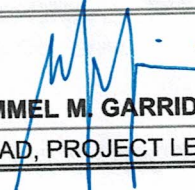
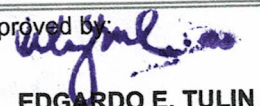
Funding Source: **General Fund - MOOE**

Project Title/Code: **DPBG-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	5	125.00	DARLYN A. DUPAL	625.00
2	Cleaner, Glass, 500mL, any scent	btls	5	198.00	DARLYN A. DUPAL	990.00
3	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	5	20.00	DARLYN A. DUPAL	100.00
4	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	5	13.00	DARLYN A. DUPAL	65.00
5	Disinfectant Cleaner, multi-surface, scented	gal	1	300.00	DARLYN A. DUPAL	300.00
6	Duster, Feather	pcs	4	45.00	DARLYN A. DUPAL	180.00
7	Fastener, Paper, plastic, 50 sets/box	boxes	10	38.00	DARLYN A. DUPAL	380.00
8	File Organizer (Accordion), Expanding, w/ 13 inside pockets & index tabs, Legal	pieces	2	368.00	DARLYN A. DUPAL	736.00
9	Folder, File, Long, 14pts, White	piece	100	10.00	DARLYN A. DUPAL	1,000.00
10	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00	DARLYN A. DUPAL	825.00
11	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double)	pcs	10	195.00	DARLYN A. DUPAL	1,950.00
12	Paper, Mimeo, GW, Long, S-18	reams	10	190.00	DARLYN A. DUPAL	1,900.00
13	Paper, Mimeo, GW, Short, S-18	reams	10	166.00	DARLYN A. DUPAL	1,660.00
14	Paper, Mimeo, WW, A4, S-18	reams	10	210.00	DARLYN A. DUPAL	2,100.00
15	Pen, Ball, blue	pieces	30	10.00	DARLYN A. DUPAL	300.00
16	Pen, Whiteboard Marker, black	pieces	25	50.00	DARLYN A. DUPAL	1,250.00
17	Rag, (for cleaning & wiping)	pieces	20	5.00	DARLYN A. DUPAL	100.00
18	Sticky Note, 3 x 3, Yellow	pads	3	84.00	DARLYN A. DUPAL	252.00
19	Toilet Brush with Holder	set	1	180.00	DARLYN A. DUPAL	180.00
TOTAL						14,893.00

Purpose: For the Department Used

Checked by:	Funds Available
 ALICIA M. FLORES	 MYRNA S. PANCITO
TWG - Office Supplies	HEAD, BUDGET OFFICE

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	ROMMEL M. GARRIDO	ROMMEL M. GARRIDO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU